North Central Community Action Program- Board Meeting Minutes-4/13/26

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 13, 2026, via zoom, as individual staff and Board members logged in from their remote locations. The meeting was called to order at 5:30 pm by President Lenore Breit.

Pam took roll:

Present	Absent	Staff
Robinson	Rotter (ex)	Diane
Dorava	Lemmer (ex)	Pam
Guerrero	Fischer (ex)	Tony
Lang	Vorpagel (ex)	
Zacher	Conway	
Kearns		
West		
Breit		
Kieper		
Valenstein		
McGivern		

President Lenore Breit explained due to the impending severe weather we would move any necessary motions to the top of the agenda.

Expansion of Weatherization Program: Diane and Tony discussed the closing of NEWCAP and the State requesting we expand our weatherization and program service territory to include the additional 7 counties of Brown, Shawano, Oconto, Menominee, Marinette, Forest, and Florence. Lenore Breit asked about funding and staff. Tony explained the contract would come with its own funding or at least be added to our current funding into one contract. We would interview and hire additional staff for the expansion. A motion was made by Holly Kieper to expand our weatherization and program services territory to include an additional 7 counties. Second was made by Mayor Matt Zacher. Motion carried.

Minutes: Lenore Breit asked if there were any changes or questions. A motion was made by Steve Robinson to accept the February minutes as presented. Second was made by Michelle Kearns. Motion carried.

Approval of expenses and Financial statements: Pam reviewed the February financial statement of revenue and expenses and balance sheet. Pam reviewed the statement of revenue and expenses and discussed calendar year expenses versus grant year expenses. Pam discussed the removal of two accounts from our Balance Sheet. Notes & Interest Receivable RLF and Allowance for Doubtful Accounts, both were from the Job and business development revolving loan program that we have not operated for several years. Pam reported the Other liabilities is zero until the first quarter pension is

accrued at the end of March. Motion was made by Laura Valenstein to approve the financial statements as presented. Second was made by Steve Robinson. Motion carried.

2025 Agency Audit: Pam reported the agency audit went well and our auditor will review the Audit report at our June meeting.

Housing Programs/Grant Update: NCCAP is currently operating six housing programs: Emergency Rental Assistance, Homeless Prevention Program, Rapid Rehousing, Tenant Based Rental Assistance, and Permanent Supportive Housing. Homeless Prevention, Rapid Rehousing, TBRA are full at the moment and are operating in all Counties. These programs assist our clients for a longer period of time, anywhere from three months up to 24 months. Permanent Supportive Housing is operating in Marathon County and Lincoln County, supports our clients for 1 to 4 years depending on the individual's circumstances and we are currently trying to enroll 3 additional people. The difficulty in filling this is mostly because of two situations. One, being able to contact the homeless population to offer the program, and two, finding a landlord that is willing to rent to some of the population who have evictions or drug charges on their records.

Our Emergency Rental assistance is a one-time assist in a 12-month period and operates in Lincoln, Wood, and Marathon Counties. This is our most successful program and is funded by the United Way in all our counties. This program works at the core of our mission, helping to keep people self-sufficient and keeping them in stable housing. The ALICE population is our target population. ALICE means Asset limited, income constrained and employed. For a variety of reasons many of the people in this population are not able to regularly contribute to a savings account to utilize in times of crisis. That crisis could be a large car repair, a medical expense, childcare, or something like having to buy school supplies. Most are doing everything right and just need a little help on occasion. Lenore Breit asked about HUD changes and Diane explained HUD removed the Housing First requirements but that is all we know as we do not have new contracts yet that would start on July 1st.

We find that between these six housing programs and the Weatherization program; North Central CAP meets the needs of the communities we serve and provide assistance where needed based on the Community needs assessment last done in June of 2025. Diane explained she had a conversation with Lenore Breit about program expansion into the NEWCAP area and both agreed it would not be beneficial to our agency or the people we serve. Diane reported she volunteered our staff to assist with coordinated entry and program follow up if needed.

Weatherization: Tony reported we are on target with our contract goals. We have completed 329 units from July 1 through March 31st, our ytd goal was 332, however we have exceeded our baseload unit goals. Our current deferral rate is 50%. We are anticipating completing 42 units in each of the last 3 months of our contract. Tony reported in February we had just completed our Financial Administrative Review and Program Administrative Review, and both went well. DEHCR has since reviewed additional expenses relating to a Best judgement procurement process and has placed additional review requirements on all RFB's including Simplified and Best judgement purchases.

Next Meeting Date: Our next meeting will be June 8, 2026, via Zoom, 5:30 p.m.

A motion to adjourn was made by Steve Robinson. Second was made by Holly Kieper. Motion carried. Lenore Breit declared the meeting adjourned at 6:00 pm.